



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	ALL PERSONS INTERESTED
2	<b>Job Classification</b>	ADMINISTRATIVE AIDE
3	<b>Posting Number</b>	PN# 103243
4	<b>Department</b>	SOLID WASTE MANAGEMENT
5	<b>Division</b>	North Collections
6	<b>Section</b>	NA
7	<b>Reporting Location</b>	5617 Neches*
8	<b>Workdays &amp; Hours</b>	M - F, 8 a.m. - 5 p.m.*
		*Subject to change

### DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Compiles and processes data to maintain routine reports. Establishes and maintains assigned records. Types, proofreads and edits correspondence, reports, requisitions, etc. Refers questions with policy and procedure implications to supervisor. Organizes and maintains various files. Department courier responsibilities in addition to answering telephones, sorting mail, operate photocopier and various office equipment. Performs basic personal computer or CRT duties. Assists with special projects as requested. Maintains records, interprets data and prepares complex reports that may be semi-technical in nature.

### WORKING CONDITIONS

This position is physically comfortable; the individual has discretion about walking, standing, etc.

### MINIMUM EDUCATIONAL REQUIREMENTS

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. As might normally be acquired through attainment of a high school diploma or a GED.

### MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of clerical or administrative experiences are required.

### MINIMUM LICENSE REQUIREMENTS      None

### PREFERENCES      None

### SELECTION/SKILLS TESTS REQUIRED      None

### SAFETY IMPACT POSITION      ☐Yes ☒No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

### SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<u>Salary Range - Pay Grade 10</u>	
\$723 - \$962 Bi-weekly	\$18,798 -\$25,012    Annually

### OPENING DATE      March 2, 2005

### CLOSING DATE      March 8, 2005

### APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. TDD line phone number (713) 837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer